

Retention and Classification Report

Agency: Gunnison (Utah). Police Department (2502)

38 West Center
PO Box 790
Gunnison, UT 84634
435-528-5532

Records Officer Janell Braithwaite

11838	Accident files
11836	Case files
11837	Daily activity report
11839	Personnel files

AGENCY: Gunnison (Utah). Police Department

SERIES: 11838

3

TITLE: Accident files

DATES: undated

ARRANGEMENT: unknown

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

AUTHORIZED: 02/16/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Gunnison (Utah). Police Department

SERIES: 11838

TITLE: Accident files

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-201 (2)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2d)

AGENCY: Gunnison (Utah). Police Department

SERIES: 11836

3

TITLE: Case files

DATES: undated

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files are created as a result of a complaint or other actions being investigated by the police department. They are the central case files for all cases handled by agency. Case files are usually filed numerically by case number. It is recommended files be separated by case type providing ease in the weeding of files. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy provided they are misdemeanor cases.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided they are misdemeanor cases..

APPRAISAL:

AGENCY: Gunnison (Utah). Police Department

SERIES: 11836

TITLE: Case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304

Protected. UCA 63G-2-305 (8,9,10,16,17)

AGENCY: Gunnison (Utah). Police Department

SERIES: 11837

3

TITLE: Daily activity report

DATES: undated

ARRANGEMENT: unknown

DESCRIPTION:

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 3.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

AGENCY: Gunnison (Utah). Police Department

SERIES: 11837

TITLE: Daily activity report

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-201 (2)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (d,e)

Protected. UCA 63G-2-305 (8,9,10)

AGENCY: Gunnison (Utah). Police Department

SERIES: 11839

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: unknown

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 02/16/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Gunnison (Utah). Police Department

SERIES: 11839

TITLE: Personnel files

(continued)

SECONDARY CLASSIFICATION(S):

Public.	UCA 63G-2-301(1)(b)
Controlled.	UCA 63G-2-304
Protected.	UCA 63G-2-305(9)